

Federal Property Management Regulations

§ 101-41.804-1

agencies required to send their transportation accounts to GSA for audit.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 48 FR 27726, June 17, 1983; 52 FR 12169, Apr. 15, 1987]

§ 101-41.803 Scheduling procedures.

(a) Agency shall prepare a voucher-schedule (SF 1166 OCR) for all basic vouchers covering transportation services furnished for the account of the United States submitted by carriers in accordance with §§ 101-41.214 and 101-41.310 of this part. Transportation vouchers (SF 1113) shall be listed separately from all other types of payment vouchers. All information required for check issuance purposes must be included on the SF 1166 OCR. After certification by the authorized certifying officer, the voucher-schedule shall be transmitted to the appropriate disbursing office. The transportation vouchers shall be retained by the agency for later transmittal to GSA (FWAA/C) in accordance with § 101-41.807 of this subpart.

(b) The tear-off slips from the related basic SF 1113 must also be sent to the disbursing office for forwarding to the carrier-payees with the payment checks. However, agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility may arrange with that facility for the preparation of enclosures (TFS Form 3039, Notice to Check Recipient), bearing all information shown on the tear-off slips, which must be sent to the carrier-payee with the payment checks instead of the tear-off slips.

(c) Paid amounts must be clearly identified against individual carrier bills. Each carrier bill number and related payment amount for transportation charges and payment amount for interest, if any, for that bill number must be included in each check issue entry if the agency certifies on SF 1166 OCR, or it must be included as magnetic tape payment data if the agency certifies on SF 1166-EDP.

[52 FR 12170, Apr. 15, 1987]

§ 101-41.803-1 Classification of basic transportation vouchers for purposes of separate scheduling.

(a) Basic transportation vouchers shall be sorted into three general classifications for separate listing on SF 1166 OCR:

(1) Vouchers for charges payable in U.S. currency;

(2) Vouchers for charges payable in foreign currency; and

(3) "No-check" vouchers requiring no accounting transaction by the disbursing or accounting office.

(b) Vouchers covering charges for intracity transit services; for local storage, drayage, and hauling services; or for small shipments not procured with GBL's as specified in § 101-41.304 shall not be handled as transportation vouchers but shall be listed on voucher-schedules covering payments for other than transportation charges. The terms "intracity" and "local" refer to services which are performed entirely within municipalities or contiguous commercial zones thereof and are not part of, or incident to, any arrangement for past or further transportation beyond the confines of these localities.

[42 FR 36672, July 15, 1977, as amended at 52 FR 12170, Apr. 15, 1987]

§ 101-41.804 Preparation of SF 1166 OCR, voucher and schedule of payments.

§ 101-41.804-1 Assignment of schedule numbers.

Each SF 1166 OCR covering transportation vouchers shall be assigned a schedule number prefixed by the letter "T" and taken from a series of numbers running consecutively for each fiscal year. The "T" numbers assigned to transportation voucher-schedules shall be taken from a series of numbers separate from the series assigned to voucher-schedules covering nontransportation charges.

[52 FR 12170, Apr. 15, 1987]